Andrew Wiles Building

Event Checklist

Event Details

|  |  |
| --- | --- |
| **Title of Event** |  |
| **Administrative Organiser & Tel Number**  |  |
| **Cost Centre Code** |  |
| **Number of Attendees** |  |
| **Event Supervisor** |  |
| **Date Checklist Submitted** |  |

Booking Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Space Booked** | **Date** | **Start Time** | **End Time** | **No. of Guests** | **Room Layout** |
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**Please indicate above if you have booked the reception lobby and if you would like any tables, chairs or a specific layout for this space.**

Other Details

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes/No** | **Quantity** | **Comments** |
| **Additional Tables** |  |  | **Subject to Availability** |
| **Glasses/ Water in Rooms** |  |  | **Subject to Availability** |
| **Hospitality/ Catering** |  |  | **PLANON or Self-Catered** |
| **Signs/ Banners** |  |  | **Please Hand in to FM Office S0.43 or****Attach to Email with any Directions** |
| **Vehicles/ External or** **Internal Deliveries** |  |  | **If yes, fill in Additional Requests Box** |
| **Coat Rail/ Storage Space** |  |  | **If yes, fill in Additional Requests Box** |
| **Disability Access Requirements** |  |  | **Blue Badge Parking Y/N** |
| **Overtime Staff Needed\*** |  |  | **1 staff member per expected 150 attendees** |
| **Large Display Panels/Boards** |  |  | **Subject to Availability** |

Additional Requests/Comments

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| --- |
|  |

Brief Outline of Event

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|  |

**Checklist Completion**

Please email the checklist to david.davies@admin.ox.ac.uk and thomas.rigault@admin.ox.ac.uk at least 2 weeks prior to the event. It would be very much appreciated if a follow-up checklist could be sent 48 hours before the event if changes have been made to any event requirements.

**\*Overtime**

Please note that the Andrew Wiles Building is staffed from 7:45am until 6:00pm Monday to Friday. Any event taking place outside of these hours, including weekends, will need staffing and overtime will be charged. It is a requirement to have 1 member of staff per 150 guests. For essential information about the Andrew Wiles Building, please visit <https://www.admin.ox.ac.uk/access/dandt/mpls/andrewwilesbuilding/>

**Cleaning**

Please be aware that our cleaning contractors clean the AWB Sunday night through to Thursday night. If an event is taking place on either Saturday or Sunday, Facilities Staff will need additional time to make spaces clean and ready, or we can make arrangements with the contractor for additional cleaning (chargeable).